



DATABASE ANALYST I

Characteristics of Work

The positions in this family are responsible for the design, implementation, management, and maintenance of enterprise databases and database system applications. To varying degrees at different levels, these positions must understand the structure and logic of databases, how the databases are linked together, and how they impact other business systems. Incumbents are also responsible for the security, quality, and integrity of the data resources in assigned databases. While there are common underlying capabilities required in this family, roles of incumbents will be based on their overall focus in the application of their capabilities.

Database Analyst I is the basic level where incumbents develop their proficiency in database design and management techniques as they relate to specific database(s) supported. Using appropriate database storage and retrieval language(s) and their general knowledge of database design considerations, they work under the direction of more senior staff to design, enhance, and maintain assigned database(s). Incumbents at this level also respond to user agency technical staff's problems and requests. While at this level, incumbents increase their knowledge of database design considerations and operating interrelationships among databases, business applications, and the operating system in preparation for promotion to the next level.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Designs and creates databases and database system applications.

Creates and maintains database table and file definitions.

Provides technical expertise on the database management system to user and technical personnel.

Tests, corrects, monitors, updates, and documents developed applications.

Identifies and resolves problems as requested by user agency technical staff.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Creates and maintains database table and file definitions.
2. Provides technical expertise and help desk assistance to end-users.
3. Monitors database backups to ensure recoverability.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend; and climb or balance.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four (4) year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:

Two (2) years of directly related experience.

OR

Education:

An Associate's Degree in Applied Science in the Technical Program in an area of Information Technology approved by the IT Professional Committee;

AND

Experience:

Two (2) years of directly related experience.

OR

Education:

An Associate's Degree from an accredited two (2) year college in computer science, data processing, or a related field;

AND

Experience:

Four (4) years of directly related experience.

OR

Education:

Graduation from a standard four (4) year high school or equivalent (GED);

AND

Experience:

Six (6) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) certificate based on successful completion of an examination may be substituted for one (1) year of the required experience (certificate must be attached).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.